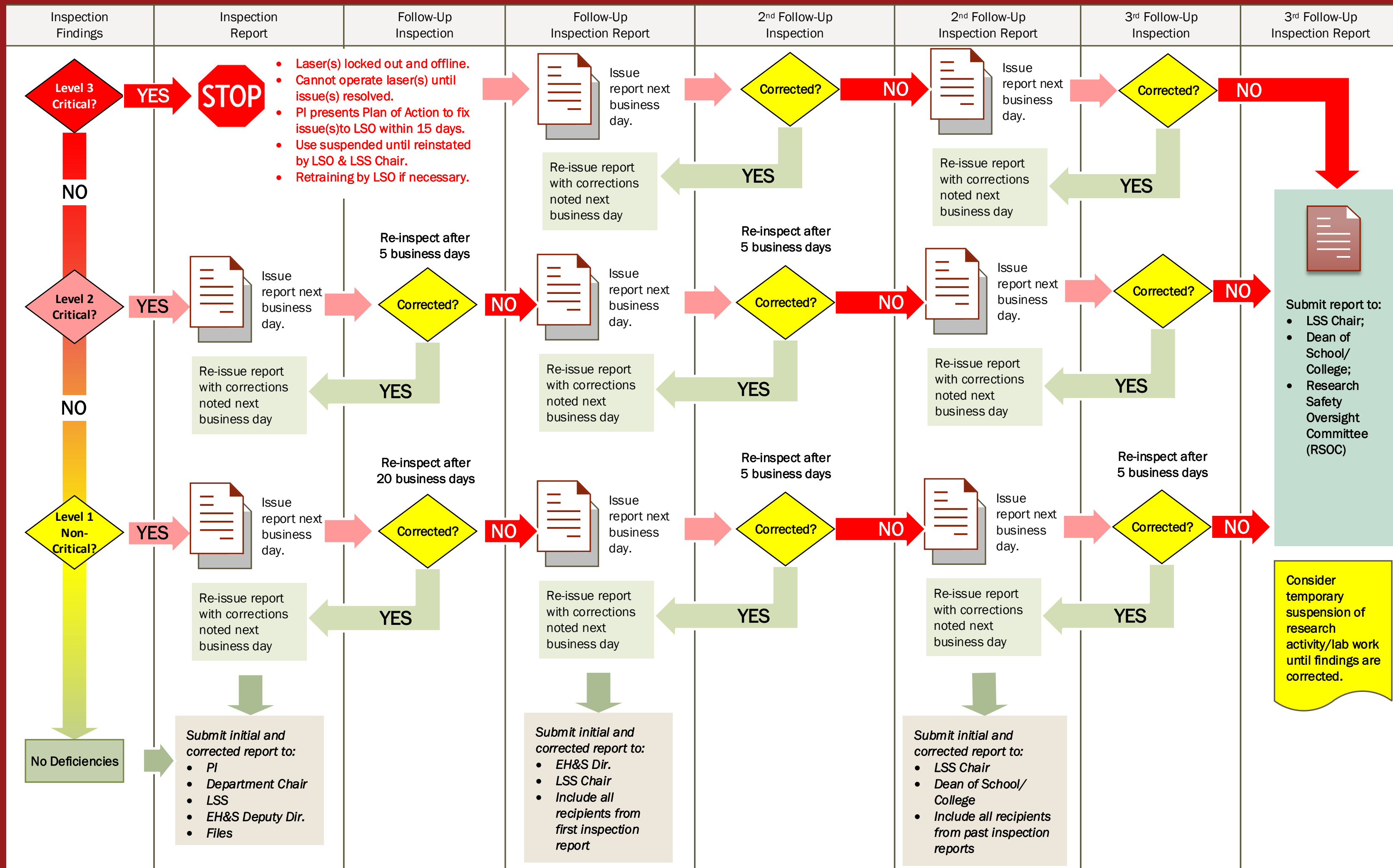# Laser Safety Inspection Process Flow Chart

| Inspection Findings | Inspection Report | Follow-Up Inspection | Follow-Up Inspection Report | 2nd Follow-Up Inspection | 2nd Follow-Up Inspection Report | 3rd Follow-Up Inspection | 3rd Follow-Up Inspection Report |

Level 3 Critical? — YES → **STOP**
- Laser(s) locked out and offline.
- Cannot operate laser(s) until issue(s) resolved.
- PI presents Plan of Action to fix issue(s) to LSO within 15 days.
- Use suspended until reinstated by LSO & LSS Chair.
- Retraining by LSO if necessary.

→ Issue report next business day. → **Corrected?** NO → Issue report next business day. → **Corrected?** NO →

Corrected? YES → Re-issue report with corrections noted next business day

Level 3 Critical? NO ↓

Level 2 Critical? — YES → Issue report next business day. → *Re-inspect after 5 business days* → **Corrected?** NO → Issue report next business day. → *Re-inspect after 5 business days* → **Corrected?** NO → Issue report next business day. → **Corrected?** NO →

- Re-issue report with corrections noted next business day — YES
- Re-issue report with corrections noted next business day — YES
- Re-issue report with corrections noted next business day — YES

Level 2 Critical? NO ↓

Level 1 Non-Critical? — YES → Issue report next business day. → *Re-inspect after 20 business days* → **Corrected?** NO → Issue report next business day. → *Re-inspect after 5 business days* → **Corrected?** NO → Issue report next business day. → *Re-inspect after 5 business days* → **Corrected?** NO →

- Re-issue report with corrections noted next business day — YES
- Re-issue report with corrections noted next business day — YES
- Re-issue report with corrections noted next business day — YES

Level 1 Non-Critical? NO ↓

No Deficiencies

→ *Submit initial and corrected report to:*
- PI
- Department Chair
- LSS
- EH&S Deputy Dir.
- Files

Submit initial and corrected report to:
- EH&S Dir.
- LSS Chair
- Include all recipients from first inspection report

Submit initial and corrected report to:
- LSS Chair
- Dean of School/College
- Include all recipients from past inspection reports

Submit report to:
- LSS Chair;
- Dean of School/College;
- Research Safety Oversight Committee (RSOC)

Consider temporary suspension of research activity/lab work until findings are corrected.

Phase